

## **EXPLANATION FOR RETIREES OF SERVICES AVAILABLE AT THE MSFC MEDICAL CENTER**

- As there are no documented medical benefits to support the need for a physical examination more frequently than annually, all MSFC Civil Service retirees may receive a final physical examination under the following parameter:

If the first part of your exam was performed 10 or more months prior to your retirement date, you are eligible for a final examination.

If your last examination was in a timeframe at or less than 10 months but you did not receive a treadmill stress test and you desire the test, you may schedule just this test with the Medical Center.

To aid you in receiving a timely appointment, it is recommended that YOU notify the Medical Center when you decide to retire and let them know your planned retirement date. Your appointment will be set (within the above parameters) as convenient for you as possible. But, normally, this examination will be scheduled within 2 months of your retirement.

- After your retirement, the Medical Center submits your medical file for computer scanning, as the Government is required to maintain your file for 30 years beyond your retirement. The scanning may take a few months; but you may come to the Medical Center to pick up your original paper record after the scanning is done. Please understand that you must sign a Release of Medical Records form to obtain your records (this release form may be signed prior to your actual retirement date). It is suggested that you call the Medical Center (544-2390) 3 to 6 months following your retirement (or your retirement exam) to determine if your file is ready for pick-up. If you have not requested your file within 1 year of your retirement date, the original file will be destroyed. If you prefer to have the record mailed, you must 1) sign your release and 2) leave mailing address with the medical staff.
- Any records requested to be held for pickup and then not picked up within 1 year of the request will be destroyed.

If you have any questions, contact the Medical Center or Joyce Eagan, 544-3996.